

City of Kootenai

Special MEETING MINUTES

DATE: June 16, 2021

TIME: 6:00 p.m.

Budget Workshop

Members Present: Mayor Lewis, Councilwoman Bauer, by phone, Councilman Schock, Councilman Sundquist and Councilwoman Mjelde.

Staff Present: City Clerk/Treasurer, Ronda L. Whittaker, City Planner, Clare Marley, City Engineer, Ryan Luttmann.

Others Present from the Sign-In Sheet: None

A. Budget Workshop

The mayor, council and staff went over and discussed the budget line by line. Line items of special interest and discussion:

Street Fund Revenue/Expense

- **Revenue** – Ronda advised that there was no carry over for the Street Fund as the General Fund had to offset the \$54,489 excess expenditures related to the N. Main project which Council approved in 2020 which zeroed out the Street Fund.
- **Expenses** – Council proposed the following expense increases:
- **Culvert Inspections** – To match projected revenues.
- **Encroachment Permit, Utility** – To match projected revenues and in leu o the Ting project.
- **Street Engineer** – To capture expenses for infrastructure review from the Ting project and ongoing street management issues.
- **Mobility Plan** – Ongoing mobility management
- **Streetlights** – Additional development

General Revenue/Expense

- **Revenue** – Ronda stated that the General Fund looks good. She advised that there was a healthy carryover that will help with future project expenses. Council proposed to take its forgone funds if there were any available as prices for building supplies are rising and there were still repairs that are needed for the City Hall. Ronda stated that the current bid for the roof repair came to over \$11,000. Councilman Schock suggested that Council work on a overall building plan either new or repair before too much money is spent on building repairs. Council agreed. Council also went on to discuss further needs for the City:
- **Accounting & Audit** – Council suggested ongoing quarterly review of City Finances just to keep all in order in preparation for yearly audits.
- **Maintenance and Repairs** – Ongoing building repair
- **Codification of Ordinance** – Ongoing amendments to City Code.
- **Law Enforcement** – Council proposed to add additional funds as additional population adds to increase in calls and to keep working on a favorable contract agreement proposing services that will include street parking violations.
- **Attorney** – Ongoing Code Violations and Enforcement
- **Park Maintenance** – Additional services for McGhee Court Park area and trail maintenance.
- **City Planner** – Rate Increase
- **Ordinance/Comp Plan** – Ongoing amendments to City Code and Comp Plan
- **Employee Wages** – 3% cost of living increase
- **Retirement Fund** – PERSI rate increase

Meeting adjourned at 8:00 p.m.

Submitted by:

Ronda L. Whittaker

City Clerk/Treasurer